

# Microsoft Word Advanced

A blue square with a white letter 'W' inside, representing the Microsoft Word logo.

## Course Overview

This course is ideal for confident MS Word users who are ready to take their skills to the next level by exploring more advanced features of the software.

Whether you are looking to enhance your ability to collaborate with others or want to create sophisticated documents with intricate layouts, this course will guide you through the tools and techniques needed to achieve professional results.

Participants will learn how to harness MS Word's powerful automated features, streamline document creation, and ensure consistency across complex projects. By the end of the course, you will be equipped to manage documents with multiple sections, styles, and formatting options, enabling you to work more efficiently and effectively.

## Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

## Course Objectives

- Advanced formatting with styles and templates.
- Document organisation using sections and headers.
- Task automation via macros and templates.
- Effective collaboration with track changes and protection.
- Multimedia integration for dynamic content.

## Course Outline

### Advanced Text And Paragraph Formatting

Advanced character formats  
First-line and hanging indents  
Custom bullets and multi-level lists  
Advanced pagination options

### Custom Tabs And Tables

Adding and removing tab stops with the tab selector and ruler  
Adding leaders with the tab dialog  
Creating custom tables

### Headers And Footers

Creating custom headers and footers  
Working with logos and page numbers

### Columns And Sections

Working with multiple columns and column breaks  
Adding and removing section breaks

### Custom Styles, Themes, And Templates

Creating custom styles  
Creating custom themes  
Creating and working with templates

### Fields And Building Blocks

Use fields and auto text  
Create re-usable components with building blocks

### Tracking Changes

Applying a password for opening and editing  
Restricting formatting and editing  
Making exceptions and stopping document protection

### Tracking Changes

Clearing all comments and track changes  
Working with comments  
Working with track changes



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